

NGO Grant Application Readiness Checklist

A Practical Pre-Submission Tool for Donor-Aligned Grant Applications

OPTIVIDA Consultancy & Research Services
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How to Use This Checklist

This checklist helps NGOs assess whether they are fully prepared to submit a competitive, compliant, and donor-aligned grant application. All critical items should be checked before submission to reduce rejection and compliance risks.

1. Organizational Eligibility & Compliance

Checklist Item	✓
Legal registration and compliance confirmed	
Organizational mandate aligns with donor priorities	
Updated organizational profile / capacity statement	
Active and verified organizational bank account	
Functional governance and board oversight	

2. Donor & Call Analysis

Checklist Item	✓
Donor guidelines reviewed in full	
Eligibility criteria clearly understood	
Funding ceiling and duration confirmed	
Submission deadline and platform verified	
Clarification questions submitted if applicable	

3. Program Design & Technical Quality

Checklist Item	✓
Problem statement is evidence-based	
Needs assessment data available	
Clear objectives and results framework	
Activities aligned to outputs and outcomes	
Cross-cutting issues integrated	

4. Monitoring, Evaluation & Learning (MEL)

Checklist Item	✓
MEL framework developed	
Indicators are measurable and realistic	
Data collection methods defined	
Reporting aligned with donor requirements	

5. Budget & Financial Readiness

Checklist Item	✓
Budget aligns with proposed activities	
Unit costs are realistic and justified	
Budget narrative prepared	

Financial controls documented	
Audit reports available if required	

6. Safeguarding, Risk & Compliance

Checklist Item	✓
Safeguarding and PSEA policies in place	
Risk analysis conducted	
Risk mitigation measures included	
Do No Harm considerations addressed	
Data protection measures included	

7. Partnerships & Implementation Capacity

Checklist Item	✓
Key staff roles defined and CVs prepared	
Partner due diligence completed	
MOUs or letters of commitment available	
Operational presence in target area confirmed	

Final Readiness Decision

- READY TO SUBMIT
- NOT READY – Address gaps before submission

Need a rapid proposal readiness review?

OPTIVIDA Consultancy & Research Services provides expert support to strengthen proposals before submission.